Library Senate Executive Board

Meeting Minutes
13 November 2012, Hamilton Room 027

Present: Stu Dawrs (Chair), Lori Ann Saeki (Elections), Jan Sung (Vice-Chair), Mike Chopey (LPC), Dore Minatodani (MFS), Gwen Sinclair (MFS), Sara Rutter (UHPA), Naomi Chow (Secretary, recording)

Convened: 10:33 a.m.

1. Approval of minutes.
The minutes of the 16 October 2012 meeting were approved with 2 amendments.

2. Reports
Chair [Dawrs]
University of Hawai‘i All Campus Council of Faculty Senate Chairs (ACCFSC)
MRC Greenwood spoke about how to value faculty work, assess our value. The faculty may be asked to assign monetary value to our work. No agenda available for the upcoming meeting on Friday, 11/16/12. ACCFSC is soliciting input for faculty enrichment programs, e.g., travel assistance, home mortgage programs for faculty

Library Leadership Team Meeting (LLT) [Dawrs]
Administration reports that library budget has been approved as “flat” (same as last year’s budget). Still working on securing $1.5 million addition to base budget for Elsevier Science Direct; Still waiting on $700,000 from Outreach College funds. Library will go 24/5 (Saturday – Friday) during Fall Semester finals week. Money for opening the library round the clock is coming from UH Foundation funds.

Vice-Chair [Sung] – no report

Secretary [Chow] – no report

Elections [Saeki] – LPC elections nominating ballot will be going out later this week.

Library Personnel Committee (LPC) [Chopey]
Received 6 (six) tenure/promotion applications, and 6 applications for contract renewal. LSEB may want to appoint an ad-hoc committee to work on revising the LPC Policies & Procedures. The most recent version approved by the Library Senate (Aug. 9, 2010) was rejected by the OVCAA and returned to Library Administration on June 15, 2011. The LPC met with AVC McCreary in May 2012 and discussed wording that would satisfy the OVCAA’s suggestions. The LPC sent a reworded version to AVC McCreary for her review in June 2012, but
have not received any feedback on it yet. In any case, a new Policies & Procedures will have to be drafted and approved by the Library Senate and then sent through the review process once more. Until then, the document approved by the Library Senate on February 13, 2008 remains in force.

Manoa Faculty Senate [Minatodani] – no report

University of Hawaii Professional Assembly (UHPA) [Rutter]

Question raised about when will lagged pay check for person leaving/retiring from UH be received. How long a lag?

Action Item: Rutter to ask Ruth Horie to ask UHPA Comptroller to clarify

3. Old business
   a. Update on Working Group on Strategic Planning [Sinclair]
      Working on Environmental Scan using surveys and data gathered during the past 2 to 3 years by the library. Reviewing information to try to tie it together and pull out key ideas. Appreciative Inquiry sessions continuing the sessions offered in July have been offered. One person has signed up thus far. Roughly one third of the library attended the July sessions (43 people). Working group aims to work on the values, then mission, vision, leading to goals in November. January will be the next phase for the group.

   b. Senate’s consultative role to library Administration regarding status of vacant positions in the library and processes involved with internal re-assignments (of faculty to administrative positions and vice-versa) [Dawrs]
      No feedback received yet from Gregg Geary (Interim UL). Dawrs has re-emailed the content to Geary.

      Action Item: Dawrs will follow up with phone call to ask if Geary plans to come to the Senate Meeting next week (11/20/12) or give a response by then.

4. New business
   a. Senate Constitution and By-Laws
      Potential need for revisions/clarifying language in Library Senate Constitution and By-Laws to a) change or clarify procedures when an elected board members resigns or otherwise cannot fill duties; and b) clarify LSEB’s role and limits in regard to acting on behalf of the full library senate.

      Question raised about how to fill an empty Board position, for example, when an elected board member resigns or otherwise cannot fulfill duties.
Should the replacement be done by appointment by the board or should an election be held?

Second question raised about the role and limits of LSEB in terms of acting on behalf of the full senate, for example, the chair of LSEB sits on the LLT. LLT is currently made up of UL, 2 AULs, 2 Division Heads, CDMC Chair, LSEB Chair, LSAG Chair, Head of Sinclair. The purpose is to be an information sharing group as well as partly a decision-making body. Meetings consist of a mix of announcements and asking for input. Often asked for opinion in an advisory role. Currently the duties are to set the agenda for LSEB/Senate meetings. Understanding is that need approval from Library Senate for anything else.

Comment: Should there be more discretion for LSEB?

Comment: Although the change in consultative process is a welcome one, the LSEB chair should be given a chance to take a more deliberative process – not expected to give immediate feedback during LLT – okay to consult with Faculty Senate. Support of this practice was given by the LSEB members.

Comment: Perhaps LDC meetings could be more regular and more often. Encourage more involvement with LDC members.

Action Item: LSEB Chair is encouraged to ask for time for consultation with full Library Senate when asked for feedback/decision making input.

Returning to the vacancy question, it was discussed whether the Elections Committee could be asked to redraft the section about LSEB vacancies. Should we reconsider the role of the executive board as well as its duties?

Discussion ensued about whether it would be both beneficial and appropriate for the LSEB chair to meet one on one with the UL as a means to give Senate perspectives on various library-related issues; or whether Admin could consult with the Senate via the entire LSEB. How best to represent the Senate?

Action Item: Chair Dawrs will report to Senate at next week’s meeting that the issue was discussed and obtain feedback/response from Senate.

Action Item: Chair Dawrs will draft proposal about handling vacancies by appointment or election when there are 90 days or less or more than 90 days left on the officer’s term, and bring wording to next LSEB meeting.

b. Communication between Library Administration and Library Senate
Discussion – would like to request for more direct communication; receiving filtered information where miscommunication may accidentally occur; Would like to request more timely responses to Administrative action items that Library Senate has been asked/given input. Non-response affects morale. Suggestion to request more timely updates, as well as be given longer lead time for response to provide feedback, e.g., If items on LLT agenda were released early, Senate could be consulted for input

c. Records retention schedule for senate documents going to UH Archives
Document retention schedule brought up with discussion on various topics. Consensus that it was agreed in the previous LSEB membership that formal correspondence should be included (not including email). Election results with paper printouts could be archived, as well as archives on polls on the Intranet; Should there be retention policies for standing committees such as LPC and Elections? Policies and procedures should ideally be documented. Perhaps create standing committee to work on this? Decided to defer work on this till sometime in 2013.

d. Discussion about Consultative Process
Various scenarios were brought up including resignation – to fill with a new person? Move an existing librarian from one department to another? Repurpose position when vacated? How to handle new positions?

Consultation could be considered as faculty purview as there is impact on academic policy if position is moved around -- it could impact a department’s workflow.

Meeting adjourned: 11:55 a.m.